

Application Process Information Sheet for the Geothermal Heat Pump Grant Program

Maryland Energy Administration (MEA)
August 2009

Applications are currently being accepted for the Fiscal Year 2010 Geothermal Heat Pump Grant Program. Upon receipt of application, MEA will review to ensure that applicant is qualified to receive a grant. If the applicant is deemed qualified, MEA will notify the applicant by mail that they have been approved. Approvals for grants are issued on a first come, first serve basis. Applications will continue to be reviewed on an ongoing term until funds are fully committed.

Applications must be sent by U.S. mail, by delivery service, or hand-delivered to MEA. No e-mails or facsimiles will be accepted. Address applications to:

**-Attention- Geothermal Heat Pump Grant Program
Maryland Energy Administration
1623 Forest Drive, Suite 300
Annapolis, MD 21403**

A limited number of grants are available to Maryland individuals and businesses. Grant amounts are up to a maximum grant amount of \$3,000 for residents and \$10,000 for businesses.

Necessary Steps Prior to Applying

Please become familiar with all the program requirements prior to applying for a grant. The following steps are required in order to submit a complete Geothermal Heat Pump Grant Application

- Complete, sign, and date the 2-page Application Form
- Submit a signed cost estimate, purchase order, invoice, or letter of intent
- Submit an itemized list of components
- Submit a site plan exhibiting location of wells and loops

Application

The application form can be accessed through MEA's geothermal grant Web site www.energy.state.md.us/programs/renewable/geothermalgrant. Application packages can be sent to you by mail as well. Contact MEA at meainfo@energy.state.md.us or 1-800-723-6374 for additional information.

An original signature of the applicant is required. A signature of the individual providing the cost estimate, purchase order or letter of intent is also required. This may be provided on a separate form and enclosed with the application. If there are any questions, please send an e-mail to -Attention- Geothermal Heat Pump Grant Program to meainfo@energy.state.md.us or call 1-800-72-ENERGY (1-800-723-6374).

It is possible that some qualified applications will not be funded. MEA also reserves the right to fund an applicant at an amount lower than requested.

Review and Award Process

All grant applications and accompanying documentation must be complete and accurate. Among other things, they must include a site assessment to ensure that the site is appropriate for a geothermal project. It is possible that some applications may be deemed ineligible based on site conditions. The review criteria are a first-come, first-served basis for qualified applications.

MEA will notify qualified applicants by mail, informing the applicant that they have been approved and are now “official program participants.” The program participant has nine months from the date of notification to complete the project and provide to MEA the Completion Certificate and accompanying documentation, or risk losing their grant.

Please note: If the system has already been installed prior to submitting an application to MEA, the project is still eligible for a grant, as long as the system was placed in service during the same calendar year that the application was submitted.

Waitlist Procedure

Eligible applicants who are not approved for a grant due to insufficient funds will be placed on a waiting list. The order of the waiting list will be determined by the date that MEA receives their completed application. Applicants will remain on the waitlist until sufficient funding is made available. Waitlisted applicants will only be removed from waitlist at the applicant’s request, and will not be dropped even if the fiscal year expires

Completion Certificate

Upon completion of the project, the program participant must submit to MEA the Completion Certificate signed by the owner and the installer. The Completion Certificate must include a social security (SS#) number or a federal identification number (FID#) and must be accompanied by the required supporting documentation. The required supporting documentation includes:

- A copy of the final sales invoice(s), denoting actual price paid for unit and installation;
- A copy of system efficiency specification sheet
- A copy of the system warranty agreement
- Copies of all issued inspection documents, permits, or both, as provided by the local authority having jurisdiction;
- MEA also requests a photograph of installed unit.

MEA has the right to inspect all work prior to issuing payment of a grant.

Program participants who have successfully installed their system can expect to receive their grant check within four to eight weeks from the time they submitted all the necessary completion documents to MEA.

Please be sure to be aware of all requirements and supporting documentation prior to undertaking the project.